

Date: 11/01/03

Annie S. Khan

**OBJECTIVES:**

A position in the laboratory field with an organization that allows the opportunity for professional growth and development.

**EDUCATION:**

Sep 2002 to Present	University of Massachusetts-Boston Master of Science in Chemistry	Boston, MA.
Jan 1999 to Jun 2001	University of Massachusetts-Boston Cum Laude Major: Biochemistry Minor: Economics	Boston, MA.
Sep 1996 to Dec 1998	Regis College	Weston, MA.
1990 - 1996	Boston Latin Academy Magna Cum Laude	Boston, MA.

**EXPERIENCE:**

Dec 2002 Present	Quality Control Analyst 1 (Material Control) UMMS-Massachusetts Biologic Laboratory Boston, MA
	Responsible for following, revising and writing SOPs. Conducting analysis of raw materials for both in process and final formulation. Complied date for documentation of test procedures and prepare reports. Calibrate and maintain lab equipment. Develop new test methods for assays and instruments. Qualitative and quantitative analysis for new materials using UV Spec and IR. Maintain the inventory of both chemical and instrument supplies. Order supplies for both the chemistry and raw material department.
Mar 2000 to Jan 2002	Unit Coordinator (Cardiac Surgical Intermediate & ICU) Brigham and Women's Hospital Boston, MA.
	Responsible for answering phones, assisting doctors, nurses, physician assistants and PCA, taking off patients medical orders, scheduling patient tests and appointments, maintaining all medical

records, coordinating discharges, preparing diet sheets and lab orders, responding to the needs of patients and their family members and also taking a proactive role in the efficient operation of the unit. Also trained new employees.

Jun 1999 to  
Sep 1999

Laboratory Aide (OB/GYN Oncology)  
Brigham and Women's Hospital

Boston, MA.

Washed and autoclaved glassware and pipette tips, maintained the overall cleanness of the laboratory, file catalogues and purchase orders, data entry of purchases in the lab, changed lab coats for my co-workers, disposed of biohazard waste and made buffers solutions.

Jun 1998 to  
Nov 1998

Tumor Registry Assistant  
Brigham and Women's Hospital

Boston, MA.

Data entry of patient's follow-up information, assisted with case findings, assisted with locating patients, who are lost to follow-up and quality assurance (QA) reports.

Jun 1997 to  
Jun 1998

Cash Office Associate  
The Sports Authority

Braintree, MA.

Opened and closed the store, managed the cash drawers and safe contents of \$10,000 daily, prepared and posted the deposits, operations support, cashed purchases, answered the telephone and assisted customers. Also trained and managed new employees.

Oct 1995 to  
Jan 1997

Cashier  
Service Merchandise

Stoughton, MA.

Assisted customers, cashed purchases, re-stocked items, organized shelves and collected the money from the cash registers.

Jun 1994 to  
Sep 1994

Volunteer Unit Assistant (Recovery Room and Day Surgery)  
Brigham and Women's Hospital

Boston, MA.

Answered telephones, assisted the nurses and doctors with patients and other general needs, carried lab work and transferred patients to the general floors. Total of 1000 hours volunteer service.

**SKILLS:**

Ability to use both IBM and Macintosh computers, Word Perfect, Microsoft Word, Excel, and Power Point, Mathcad, Headspace Sampler, Gas Chromatography, HPLC, UV Spectrophotometer, IR, Flame Photometer, Density Meter, Internet and Typing Skills. Ability to interpret and use ACS, USP, BP, BP, JP, AOAC and FCC testing methods. Knowledge of GMP and GLP practices.

**STRENGTHS:**  
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Work well under pressure and also in a fast paced environment.

communicate well with people and a hard working and responsible individual. Attentive and quick learner. Willing to learn new methods and techniques and also the operation of different instruments.

**AFFILIATIONS:**

American Chemical Society, UMASS-Boston  
Chemistry/Biochemistry Society, National Classical League.

**REFERENCES:**

Available upon request.